

U.S. Department
of Transportation

United States
Coast Guard



United States Coast Guard
Air Station Sitka

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20 FEB 03

MEMORANDUM

From: *[Signature]*
A. A. Durham, CDR
CG AIRSTA Sitka (CO)

Reply to CDR Durham
Attn of: (907) 966-5510

To: COMDT (G-IPA)
Thru: CGD SEVENTEEN (o)

Subj: 2003 MUNRO AWARD NOMINATION

Ref: (a) ALCOAST 003/03
(b) ALCOAST 085/03

1. In accordance with reference (a) and (b), I strongly recommend FSI Shannon H. Davis for selection as the 2003 Munro Award recipient. Petty Officer Davis' dedication to the core values of Honor, Respect, and Devotion to Duty is exemplified daily in his high level of motivation, initiative, and "can do" attitude.

2. The following background information is provided as required per reference (a) and (b).

(a) Name: FSI Shannon H. Davis EMPLID 1102839, USCG

(b) Expiration of Enlistment: 20 JAN 31 (indefinite enlistment)

(c) Advancement Record:

SA	90 MAR 16
SNSS	91 JAN 25
SS3	91 JUL 25
SS2	92 JUL 01
FS1	97 MAY 01

(d) Position on current advancement list & projected advancement date: Competed on May 2002 FSC SWE, position # 47 of 107.

(e) Spouse: Amy Davis
Children: Geoffrey, Jorden and Bergen Davis

(f) Previous recognition over last 12mo: National Defense Service Medal
AirSta Sitka Sailor of the Qtr (Oct - Dec)
AirSta Sitka 2002 EPOY

(g) Personal Military Awards: Commandant's Letter of Commendation (3)
Coast Guard "E" Ribbon
Coast Guard Good Conduct Medal (3)
Coast Guard Sea Service Ribbon

(h) Professional Achievements:

FS1 Shannon Davis has consistently demonstrated outstanding initiative, leadership, and sustained exemplary performance throughout a wide range of duties while assigned to Air Station Sitka. While performing these duties his military bearing and appearance has always been superlative. Shortly after his PCS arrival, FS1 Davis was confronted with the command-directed relief of his immediate supervisor. Due to extenuating fiscal and personnel management issues that existed within the Galley prior to FS1 Davis' arrival, the Air Station Sitka Food Service Chief Petty Officer was removed from the Galley. With no near term replacement in sight, FS1 Davis was confronted with the daunting task of completing an out-CONUS move of his family, adapting to his new unit, performing his own assigned duties as the FS1, while also assuming all duties normally assigned to the Food Service Chief, to include those of the unit's Food Services Officer. Compounding these challenges, FS1 Davis inherited a Food Service Division that was decimated by PCS attrition including a vacant FS2 billet, other staffing shortfalls, and a Galley staff composed predominantly of Food Service "A" School graduates. Despite these intimidating challenges, FS1 Davis remained a consummate professional and his unwavering commitment to mentoring the young Galley staff, while still insisting on high quality meals, stabilized what had previously been a precarious Galley environment.

After assuming the duties of Food Services Officer, FS1 Davis was left to deal with an unforecast 10% monthly reduction in his operating budget. Demonstrating impressive technical acumen, FS1 Davis spearheaded a comprehensive overhaul of the galley's inventory management practices that yielded a major decrease in the galley's daily administrative workload and achieved a 30.5% increase in inventory accuracy while simultaneously compensating for the \$1,200 dollar reduction in operating funds. To further exploit potential economies, FS1 Davis reduced the on-hand inventory of perishable goods and totally revamped the galley's inventory cards thereby reducing the perishable goods inventory by \$8,000 dollars, eliminating unnecessary waste, and producing fresher, more savory meals for galley patrons.

Utilizing expertise acquired in his prior tour as the manager of a Flag Mess, FS1 Davis routinely supervised his staff in the preparation and presentation of food items served at Command sponsored receptions for local civil and military dignitaries such as the locally acclaimed 2002 Alaska Day Reception hosted by Air Station Sitka. Additionally, he partnered with the unit's Command Master Chief and Executive Officer to acknowledge the hard work of deserving shipmates and unit staff via the Ombudsman and Employee Recognition award luncheons. He also actively pursued enhancement projects that kept the galley in the forefront of shore-side units, such as a well-crafted request for \$25,000 dollars in annual fallout funds that won overwhelming command approval. FS1 Davis' professional demeanor and positive leadership style proved crucial in successfully handling numerous personnel issues and staffing shortfalls associated with the 2002 Assignment Year. As a direct result of his training and mentoring efforts, the Galley Team provided the crew of Air Station Sitka, local military retirees, and families from four Sitka area Coast Guard units with outstanding food and the highest quality service.

(i) Community Service:

Despite the huge demands of his Coast Guard duties, FS1 Davis contributed countless hours of his liberty time and personal funds to local community and other more far-reaching organizations. FS1 Davis became an enthusiastic member of the Sitka Volunteer Fire Department that protects the 240,000 annual visitors and residents of Alaska's sixth largest city. In recognition of the town's large commercial and

recreational boating fleet, he trained and qualified as a Public Safety Diver on the SVFD Dive Rescue team. Due to the rough, exceedingly cold environment of Southeast Alaska, volunteers of the Fire Department must stay committed to their training and remain proficient. FS1 Davis drilled and attended SVFD events at least four days each month. He remained on-call for emergencies requiring scuba diving assistance for rescue or recovery.

FS1 Davis was also an active participant in his church and several of the nonprofit organizations that his church is involved with. Since 2001 FS1 Davis has actively participated in the Samaritan's Purse, a Christian outreach program for impoverished nations. Samaritan's Purse provides funding and labor for building shelters, procures and distributes medical supplies, and teaches life skills to destitute people. This year alone, FS1 Davis was involved in a major project to gift-wrap numerous shoeboxes full of goodies, which were delivered to poverty-stricken children throughout the world. FS1 Davis also contributed both his time and money to other nonprofit organizations such as the Family Research Council, Crown Financial Ministries Outreach Partner, and Simple Steward - Focus on the Family. He was very active in all these organizations on different levels including training small group leaders, attending meetings to organize community involvement, and organizing and participating in fundraisers. As a firm believer in tithing, FS1 Davis contributed 10% of his Alaska Dividend (\$600) to nonprofit organizations sponsored by his church.

FS1 Davis' focus on the community included his support of, enthusiasm for, and assistance in his wife's duties as one of two Air Station Sitka Ombudsman. Although already fully engaged in his own military duties, volunteer efforts in the civilian community, and the demands of raising three young children, FS1 Davis remained steadfastly supportive of his wife's role in the Sitka military community. As the unit's only Ombudsman residing in the Air Station's Housing Complex, which houses the families of four Sitka area Coast Guard units, Amy Davis played a key role in facilitating many PCS-in dependents' adaptation to Alaskan life and helped defuse housing resident tensions associated with close quarters life in a small, island community. Clearly, the Air Station's command cadre relied heavily on Amy's Ombudsman work and FS1 Davis' support of his wife's involvement in this crucial assignment.

3. Since his PCS arrival, Petty Officer Davis has been critical to the overall success of the Galley and has demonstrated an impressive commitment to community service. In my opinion, FS1 Davis personified the high professional standards, dedication to duty, and leadership attributes associated with the winner of this prestigious award. It is my great honor to have the privilege of nominating FS1 Davis for the 2003 Munro Award.

Encl: 1) Proposed citation

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CITATION TO ACCOMPANY THE AWARD OF

THE 2003 MUNRO AWARD

TO


FS1 SHANNON H. DAVIS

UNITED STATES COAST GUARD

Petty Officer DAVIS is chosen as the recipient of the 2003 Munro Award for extraordinary leadership and professional competence while serving as Food Services Officer at Coast Guard Air Station Sitka, Alaska. During this period he consistently demonstrated outstanding initiative, military bearing, leadership, and sustained exemplary performance throughout a wide range of duties. Shortly after his arrival at Air Station Sitka, Petty Officer DAVIS was confronted with the command-directed relief of his immediate supervisor. With no near term replacement in sight, he tackled with the daunting task of completing an overseas move of his family, adapting to a new and remotely located unit, while supervising a galley that was decimated by PCS attrition and composed predominantly of Food Service "A" School graduates. Immediately following his assignment as Food Services Officer, he was confronted with an unforecast 10% monthly reduction in the galley's operating budget. Demonstrating impressive technical acumen, he spearheaded a comprehensive overhaul of the galley's inventory management practices that yielded a major decrease in the galley's daily administrative workload while simultaneously compensating for the \$1,200 dollar reduction in operating funds. To further exploit potential economies, Petty Officer DAVIS reduced the on-hand inventory of perishable goods and totally revamped the galley's inventory cards thereby reducing the perishable goods inventory by \$8,000 dollars, eliminating unnecessary waste, and producing fresher, more savory meals for galley patrons. He also actively pursued enhancement projects that kept the galley in the forefront of shore-side units, such as a well-crafted request for \$25,000 dollars in annual fallout funds that won overwhelming command approval. Petty Officer Davis' professional demeanor and positive leadership style proved crucial in successfully handling numerous personnel issues and staffing shortfalls associated with the 2002 Assignment Year. As a direct result of his training and mentoring efforts, the Galley Team provided the crew of Air Station Sitka, local military retirees, and families from four Sitka area units with superior food and high quality service, and resulted in his selection as Air Station Sitka's Enlisted Person of the Year.

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FIRST ENDORSEMENT on CG AIRSTA Sitka Memo 5760 of 20 Feb 2003


From: R. J. PRESTON
Acting D17 (dcs)

To: COMDT (G-IPA)

Subj: 2003 MUNRO AWARD NOMINATION

1. It gives me great pleasure to forward the nomination of Petty Officer First Class Shannon H. Davis of Coast Guard Air Station Sitka, Alaska, as a Seventeenth Coast Guard District nominee for the 2003 Douglas A. Munro Award.
2. Petty Officer Davis is an outstanding individual who thrived after being placed in a demanding professional situation. Through outstanding competence in his rate and finely honed leadership skills, he led his relatively inexperienced galley crew to a level of service that exceeded the expectations of his command and customers. His ability to focus the efforts of newly assigned "A" school graduates to accomplish the mission, despite the challenges he faced, speaks highly of his ability to inspire and lead others.
3. Petty Officer Davis clearly demonstrated the Coast Guard core values of honor, respect and devotion to duty. He set an outstanding leadership example for his peers to emulate and his junior subordinates to strive for. I highly recommend him for the prestigious Douglas A. Munro Award for Inspirational Leadership.

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